



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date:	11/27/13	Interviewer:	Laura Langley	RFA #13 – 51
Person(s) Requesting Assistance: [REDACTED]				
Contact Numbers (telephone, e-mail, etc.): [REDACTED])				
Status of Person(s) Interviewed (title, position, student status, etc.): Student and RA				
Requested Assistance Pertaining To (name, position, policy, project, etc.) [REDACTED]				

To the best of your knowledge, please fill out the following:

Interviewee Status: Male Female Administrator Faculty Staff Student
Concern Regarding: Male Female Administrator Faculty Staff Student

Category: (Please check at least one)

- | | | | | |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input checked="" type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
11/27/13	LKL intake with [REDACTED]. At [REDACTED] request, Deena Rathkamp, counselor in Counseling Center, also present.	[REDACTED] is an RA in [REDACTED], [REDACTED] is her supervisor. [REDACTED] is feeling very pressured and criticized by [REDACTED]. This week, [REDACTED] gave [REDACTED] ultimatum – resign or be terminated. This is [REDACTED] third year as RA; always positive performance reviews; last year in [REDACTED], year before in [REDACTED]. 11/19 [REDACTED] met with [REDACTED] and [REDACTED], who is [REDACTED] supervisor, [REDACTED] request. [REDACTED] said nothing could be done and [REDACTED] should resign if need be. Needs to work this weekend and under great stress. Feels being picked on; maybe because of protected characteristic, but doesn't know. At Sue's advice, LKL offered to talk w/ [REDACTED] and [REDACTED] to make sure [REDACTED] feels safe working this weekend. [REDACTED] declined; will ask friend to sit at desk w/her. [REDACTED] feels ok about this. LKL explained protections from retaliation and EOO function. Gave LKL & SGS cards and brochure.

12/2/13	SGS I/m for [REDACTED] on her cell phone	[REDACTED] did not return call.